



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Kennel Attendant (Multiple)
Posting Number	PN# 109877
Department	Health & Human Services Department
Division	Environmental Health
Section	Bureau of Animal Regulation and Care
Reporting Location	2700 Evella
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES

Provides care for kennel animals and maintains facilities in a clean and orderly fashion.

CORE FUNCTIONS

- Cleans and sanitizes animal holding areas (i.e., pens, kennels, and feeding containers), according to schedule.
- Reports any abnormalities in the animals' behavior, injuries or sickness to the Veterinarians/Technicians.
- Prepares food and feeds animals in assigned pens. Assists in preparing animals for laboratory examinations.
- Assists in restraining animals for euthanasia. Removes and prepares dead animals for disposal.
- Unloads animals from trucks and assists in the intake procedures as they relate to housing animals.
- Performs other related duties as requested.

WORKING CONDITIONS

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract, and follow oral and basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. Must undergo a rabies immunization series immediately upon employment.

MINIMUM EXPERIENCE REQUIREMENTS None

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

- Six (6) months or more of professional animal experience.
- Available to work weekends and evening shifts. May be required to work overtime, when needed.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION **GENERAL FUND POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 8
\$800 - \$1,175 Biweekly \$20,800- \$30,550 Annually

OPENING DATE April 12, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer